

Alternative Education Initiative Reference Guide

Sequence of Services

A. Participant Eligibility

- a. Determine eligibility for AEI and collect appropriate documentation:
 - i. Age documentation
 - ii. Residency documentation
- b. Eligibility documentation must be kept in the youth files
- c. Google Sheet: Enter all youth data (DOB, address, barriers, etc.)

*All forms can be found in the
OWD Google Drive folder*

Acceptable Eligibility Documents		
Age (16-21 at enrollment)	<ul style="list-style-type: none"> • Birth certificate • Federal, state, or local government ID card • Driver's License • Passport 	<ul style="list-style-type: none"> • School records or ID • Baptismal record • Hospital record of birth • Government Agency letter (e.g. SSA, BHA, DTA)
Boston Residency	<ul style="list-style-type: none"> • Lease or rent receipt • Utility bill • Homelessness documentation • Government Agency letter (e.g. SSA, BHA, DTA) • Driver's License 	<ul style="list-style-type: none"> • Insurance policy (home/auto) • Letter from school • Postmarked mail addressed to applicant • Landlord statement • Applicant or guardian statement

B. Assessments

- a. OWD recommends assessing youth for academic skills upon enrollment and throughout the program.
 - i. OWD will provide CASAS eTests at no cost to agencies.
- b. It is recommended that staff work one-on-one with youth to develop educational and career goals with measurable benchmarks.
 - i. The Individualized Service Strategy may be used to develop youth goals.
 - ii. Mass Career Information System (MA CIS) - www.masscis.intocareers.org
 1. Interest profiler
 2. SKILLS: Occupational Skills Assessment
 - iii. MA Work-Based Learning Plan— masswbl.org
 - iv. Labor Market research:
 1. Career OneStop - www.careeronestop.org
 2. Workforce One - www.workforce3one.org
 3. US Department of Labor - www.doleta.gov/usworkforce
 4. US Bureau of Labor Statistics – www.bls.gov

C. Enrollment

- a. Google Sheet: Enter the Program Start Date and AEI Enrollment Date.
- b. It is suggested that youth are enrolled in the program before AEI to ensure a good fit.
- c. AEI Enrollment Date is determined by program staff.



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D. While Enrolled

- a. Google Sheet: Enter outcomes as they are achieved (see below).
- b. Google Sheet: Quarterly notes are recommended. If youth notes are kept elsewhere, they may be reviewed at the site visit.

E. Exit

- a. A youth is considered exited when they stop receiving regular academic services.
- b. Google Sheet: Enter the youth's exit date in the Google Sheet under Program End Date.

F. Follow Up

- a. It is recommended that programs continue to provide additional support and/or referrals after program completion.

Grant Management

A. Reports

- Submit quarterly reports by the 10th calendar day of the following month (if invoicing monthly, reports must be submitted monthly)
- Final reports are due by **July 15th, 2016**.
- Send electronically to Cassie White at cassandra.white@boston.gov

B. Invoices

- Submit either monthly or quarterly by the 10th calendar day of the following month
- Mail one original and one copy to: Lee Fields, 43 Hawkins St, Boston, MA 02114
- Include one copy of the Narrative Report with each invoice

C. Site Visits

- Site visits are scheduled 2-3 times a year
- OWD staff may review any of the following:
 - Compliance with contracts
 - Program operations
 - Performance measures
 - Administrative and/or data systems
 - Quality of service, through classroom observation or interviews



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Outcomes

- 1. Attainment of a High School Diploma or HiSET**
 - a. Number and percentage of participants who obtain high school diploma or HiSET.
- 2. Retention in the alternative education program with documented and measurable academic progress**
 - a. Number and percentage of participants who remain in alternative education program.
- 3. Enrollment in Post-Secondary Training**
 - a. Number and percentage of participants who enroll in post-secondary training upon completion of alternative education program.
 - b. Number and percentage of participants who obtain post-secondary credentials or industry recognized certificates.
- 4. Enrollment in Post-Secondary Education**
 - a. Number and percentage of participants who enroll in post-secondary education, including community colleges and universities
- 5. Attainment of Employment**
 - a. Number and percentage of participants who obtain part-time or full-time unsubsidized employment while enrolled in alternative education programs.
 - b. Number and percentage of participants who obtain part-time or full-time unsubsidized employment upon completion of alternative education program.
- 6. Negative Termination or Dropout**
 - a. Number and percentage of participants who drop-out, leave program without completing, or those that are dismissed from the program.

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